

## JOB POSTING

**UNCLASSIFIED APPOINTMENT  
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)**

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<b>POSTING NUMBER:</b>	HR-0085	<b>ISSUE DATE:</b>	May 21, 2014
<b>TITLE:</b>	Secretarial Assistant 2, Non-Stenographic	<b>CLOSING DATE:</b>	June 4, 2014
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	A17: \$42,353.03 - \$59,681.18
<b>LOCATION:</b>	101 South Broad Street Trenton, New Jersey	<b>DISTRIBUTION:</b>	STATEWIDE
<b>POSITIONS:</b>	1		

**DESCRIPTION OF MAJOR DUTIES:**

May be assigned as a secretary to deputy division directors, assistant directors, bureau chiefs or their organizational equivalents, having responsibility for the administration of major programs which include administration of a large sub-divisional unit, and management of large regional, field, or satellite installations (four or more regional entities), or Deans of state colleges; does related work as required.

**REQUIREMENTS:**

**EXPERIENCE:**

Four (4) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0085  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*